

Patient Rights Under HIPAA

Accounting of Disclosures of Health Information

This information is to help you understand your rights under federal privacy regulations, the Health Insurance Portability and Accountability Act, or HIPAA. This page focuses on your right to request an accounting, or list, of all disclosures made on your health information.

You have the right to request an Accounting of Disclosures:

- ✓ You have the right to request an “accounting of disclosures” made by the Health Science Center of your medical or health information that occurred in the past six years for paper health records or the past three years for electronic health records.
- ✓ The accounting, or list, of disclosures will include:
 - The date of the disclosure;
 - The name of the entity or person who received the information, and, if known, the address;
 - A brief description of the medical information disclosed; and,
 - A brief summary of the purpose of the disclosure.

To request an accounting:

- ✓ You must request this list in writing. Your request must state a time period that may not be longer than six years for paper health records or no longer than three years for electronic health records. The time period may, of course, be less than the above time frames.
- ✓ Your request should state in what format you want the list, for example, on paper or electronically, for example, by fax.
- ✓ The first list you request within a twelve month period will be provided to you free of charge. For additional lists during this same time period, we may charge you for the costs of providing the list. We will notify you of the cost involved, and you may choose to withdraw or modify your request at that time before any costs are incurred.

To request an accounting of disclosures on your health records, please ask staff to assist you with this process. For more information on your rights under HIPAA, you may also access our website at: <http://www.uthscsa.edu/hipaa/patientrights.asp>.